

## **Civil Rights Non-Discrimination Policy and Grievance Procedure**

North Montgomery does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law, occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside of Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

Inquiries regarding compliance by the North Montgomery Community School Corporation with Title IX and other civil rights laws may be directed to the Business Manager/Designee at 480 W. 580 N. Crawfordsville, IN, or by telephone at 765-359-2112.

Employees, applicants, students, parents, and patrons of the North Montgomery Community School Corporation must be afforded the opportunity to grieve claims of discrimination or violation of their rights under Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.).

Procedure:

1. An alleged grievance must be filed in writing, fully detailing the circumstances giving rise to such grievance and filed with the Superintendent/Designee at 480 W. 580 N. Crawfordsville, IN 47933.
2. A meeting will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
3. The Superintendent/Designee will appoint an inquiry officer who will conduct the investigation into the grievance within three (3) weeks after the request is received.
4. The Superintendent/Designee shall give the applicant, parent, student, or employee reasonable advance notice of the date, time, and place of the meeting.
5. The inquiry officer can be any individual, including an official of the district, who does not have a direct interest in the outcome of the inquiry.
6. The district shall give the applicant, parent, student, or employee full and fair opportunity to present evidence relevant to the issues presented. The applicant, parent, student, or employee may, at their own expense, be assisted or represented by individuals of his/her choice.
7. The inquiry officer representing the district shall make his/her decision in writing within fifteen (15) days after the inquiry meeting.
8. The final decision by the inquiry officer must be based solely on the evidence presented at the inquiry meeting and shall include a summary of the evidence presented and reasons for the conclusion.